



Candidate Kit

Position Title:	Senior Examiner of PBR
Classification:	Executive Level 1
Tenure:	Ongoing/ Non-ongoing for a period of up to for a period of up to 12 months
Number of vacancies:	One
Employment type:	Full-time or part-time
Salary:	\$123,808 – \$139,346 + 15.4% employer super contribution (pro-rated for part-time)
Section:	PBR Examination
Group:	PBR and Oppositions Group
Location:	Flexible location - IP Australia employees can work from anywhere in Australia, providing they can maintain a safe and productive working environment. We have offices in Canberra (Ngunnawal Country) and Melbourne (Naarm), and a shared hub in Sydney (Gadigal Country). Employees close to these locations can maintain a hybrid approach of working in the office and from home.
Security Classification:	Not Required
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Group Responsibilities

The Plant Breeder's Rights and Oppositions Group (POG) ensures Australians benefit from the effective use of intellectual property.

POG comprises the Plant Breeder's Rights Office, responsible for the administration of Plant Breeder's Rights (PBR), one of the four intellectual property rights administered by IP Australia. The Group is also responsible for IP Rights Oppositions, Patent and PBR Quality, Practices and Consultation Groups.

Our primary responsibilities include:

- Examination, granting and registering of PBR
- Conducting oppositions and hearings and issuing decisions on disputes relating to the registration of Patents Trade Marks, Designs and PBR
- Developing examiner decision guidance through the Patents and PBR Manual of Practice and Procedure
- Developing new processes and continuous improvement of existing processes and systems across PBR, including PBR reform implementation
- Delivering multiple enabling projects, and programs and business operations that support strategic objectives
- Overseeing the Patent and PBR quality review system and coordinating the quality campaign reviews.

We foster an inclusive and empowering environment and actively develop the capability of our workforce.

Section Responsibilities

The PBR Examination section is responsible for the examination of PBR applications through to acceptance, grant, and post-grant activities. This includes the examination of technical, legal and procedural requirements; engagement with applicants and qualified persons; contribution to quality assurance activities; and maintenance of accurate records and data. To achieve this, our staff exercise the appropriate powers, authority and delegations under the *Plant Breeder's Rights Act 1994* and work with a range of stakeholders on both the domestic and international fronts.

The section also plays a key role in shaping and maintaining examination practice, supporting examiner capability, managing operational risk, and contributing to cross office initiatives that affect PBR systems, processes and service delivery.

Our Opportunity

The Senior Examiner role provides an opportunity to operate as a trusted technical leader within the PBR examination function. The role exercises a high degree of professional judgement and autonomy, resolving the majority of complex or sensitive matters within delegation and providing authoritative guidance to examiners and managers.

The role includes direct line management of a small number of examiners, with responsibility for day-to-day supervision, workflow management, performance support and staff development.

A key responsibility of the role is the training, coaching and development of inexperienced and trainee staff, including examiners undertaking structured training programs. Senior Examiners play a central role in building capability within the section by providing hands on technical training, reviewing work, guiding decision making and supporting staff to apply legislation and practice confidently to live cases.

The successful candidate in this role as Senior Examiner will:

- Exercise independent decision making across the examination lifecycle, including complex matters
- Resolve most technical and procedural issues independently
- Train, supervise and coach trainee and inexperienced examiners, including through structured on the job training, review of work, and practical feedback
- Support trainees to progress toward acceptance and grant delegation by helping them build technical competence, sound judgement and confidence in decision making
- Supervise acceptance and grant delegate staff, including through direct supervision, feedback, and performance support
- Actively manage risk within the examination function by identifying issues early and supporting pragmatic, defensible outcomes
- Contribute to the development and continuous improvement of examination practice, guidance and training approaches
- Work closely with Assistant Directors, the Chief of PBR, and colleagues across IP Australia on initiatives affecting systems, quality and capability.

The role suits experienced practitioners who are comfortable exercising judgement, teaching others, and taking shared responsibility for building a capable and resilient examination workforce.

We are looking to fill this position on an ongoing basis. Future positions may be offered on an ongoing or non-ongoing basis subject to operational requirements.

At the end of the recruitment process, a merit pool of suitable candidates may be created. Those found suitable will be advised that they have been placed in the pool. The merit pool is valid for 18 months from the date the process was advertised. The merit pool may be used throughout the period to fill similar positions in the event positions become vacant.

Job specific capabilities

The successful candidate will possess the following:

- Strong knowledge of the Plant Breeder's Rights legislative framework and examination practice
- Demonstrated ability to train, coach and support inexperienced or trainee staff, including explaining concepts clearly, reviewing work and providing constructive feedback
- Demonstrated ability to manage and support staff, including supporting performance, development and capability growth in a professional and respectful manner
- Confidence to exercise independent judgement within delegation and make sound, defensible decisions
- Ability to identify, manage and mitigate operational, legal and reputational risk, including exercising judgement in situations of uncertainty and change
- Strong communication skills, including the ability to explain complex technical issues in plain language to learners at different stages of development
- Ability to influence and guide others through expertise, credibility and professional judgement rather than formal authority
- High level of integrity, accountability and discretion in handling sensitive matters.

It is expected that all IP Australia employees:

- demonstrate attitudes and behaviours responsive to workplace change (including participate in and encourage others to participate in change and contribute to successful outcomes)
- improve organisational performance through effective engagement with and management of risk within relevant sphere of influence
- establish clear expectations and create an environment to achieve stated goals and objectives, take ownership and honour commitments
- uphold and maintain the APS Values and Code of Conduct
- maintain an understanding of their/worker responsibilities under the *Work Health & Safety Act 2011* (WHS Act) and a commitment to promoting a healthy and safe workplace.

To be successful for this position, applicants must be a grant delegate of the Registrar of Plant Breeder's Rights and possess knowledge of plant breeding, the agricultural sector and/or a related area. The ability to travel regularly to undertake field examinations for plant varieties is a mandatory requirement for this position.

Applicants are encouraged to refer to the attached Capability Framework documentation which outlines agency wide behavioural descriptors for the five core capabilities at this classification.

Eligibility requirements for employment at IP Australia

Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS).

All applicants offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check involves reviewing your background & personal circumstances to minimise risks in giving access to IP Australia information/resources. This screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Some applicants may be able to obtain and maintain a security clearance at a specified clearance level – please check the vacancy information section for security clearance requirements.

The successful applicant must be willing to disclose all relevant and required information.

How to apply

Applications must be submitted through IP Australia's online recruitment system, IP Hire. If you have difficulties using IP Hire, please contact the Recruitment Solutions team on 02 6283 2567.

To apply for this vacancy, you are asked to complete the online application form which includes submitting:

- A one-page statement (max 750 words) outlining how your skills, knowledge, and experience make you the right person for the role. You should include details of relevant achievements/examples that demonstrate your suitability.
- A current CV detailing recent employment history which is relevant to the advertised position.
- The name and contact details of two referees.

Most of the communication you'll receive about this process will be via email so please take this into consideration when submitting your application. For example, it is best not to use a work email if you are going on leave as we cannot change the process to accommodate the non-receipt of emails.

How you will be assessed

IP Australia use competitive merit-based recruitment processes. Candidates will be assessed against the job specific capabilities and duties, so it is important you frame your response around these.

IP Australia has its own capability framework that provides clarity and consistency for a professional and highly competent workforce, now and into the future. There are five core capabilities, relevant to each classification, and a +1 technical capability which varies depending on the role.

IP Australia uses a range of assessment methods which may include application and resume assessment, interview and/or written assessment and/or psychometric assessment and the collection of a referee report/s.

Diversity and inclusion

We celebrate and champion diversity to ensure we reflect the community we serve, and pride ourselves on our inclusive culture. We welcome applications from Aboriginal and Torres Strait Islander peoples, people of all genders, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTQA+, mature aged employees and carers.

Reasonable adjustments

We want you to be able to shine in the assessment process so if you require any personalised adjustments to assist you to participate fully in this recruitment process, please indicate this in your application form (or by contacting the Recruitment Solutions Team).

A member of either the Recruitment Solutions Team or the Selection Panel will contact you to discuss your needs. All reasonable requests for adjustments will be facilitated if possible. Personalised adjustments are also available to employees who commence with IP Australia to assist them to perform the duties of their role to the best of their ability.

Any information provided is private and confidential and will only be used to provide accommodations and will in no way determine the outcome of an application.

RecruitAbility

The [RecruitAbility scheme](#) has been applied to this vacancy. RecruitAbility is a scheme which aims to attract and develop applicants with disability.

Applicants with disability who opt into the scheme; declare they have disability; and meet the minimum inherent requirements of the vacancy will be advanced to a later stage in the selection process. Merit remains the basis for engagement and promotion.



About IP Australia

IP Australia is the Australian Government agency responsible for administering Australia's intellectual property (IP) rights system, specifically patents, trademarks, designs, and plant breeder's rights. IP Australia also undertakes programs to educate and promote an awareness of IP, provides IP policy input to Government, develops legislation to support the IP system and contributes to bilateral and multilateral negotiations to improve IP protection internationally.

Australia's IP rights system supports innovation, investment, and international competitiveness. IP investment in Australia is valued at about 40 billion dollars.

We are an Australian Government agency with a passion for bright ideas, offering a great work-life balance, flexible working arrangements and rewarding career paths in the IP industry and/or Australian Public Service.

IP Australia embraces flexibility, including hours and location. Most of our roles can be done from anywhere in Australia, as long as you have reliable internet connection and an appropriate office set-up. We have offices in Canberra (Ngunnawal Country) and Melbourne (Naarm) for employees who are located within a reasonable distance to the office and most employees work a mixture of days in the office and days from home. Employees who are not located near an office, work completely remotely.



**Live
Work
Achieve**

IP AUSTRALIA - TOGETHER WE CAN.

- **FLEXIBILITY**
Maintain a balanced lifestyle.
- **PRIDE IN THE WORK WE DO**
Contribute to high quality outcomes every day.
- **A SENSE OF BELONGING**
Enjoy a sense of belonging and purpose, rich with diversity.
- **PROFESSIONALISM**
Use your expertise in a rewarding and fulfilling environment.
- **INTERNATIONAL REPUTATION**
Work with world leaders in intellectual property.
- **THE AUSTRALIAN PUBLIC SERVICE**
Experience all the advantages of the APS, with the size and agility of enterprise.

Working in the APS

Australian Public Service (APS) [Values](#) guide us through our working lives, setting expectations for shared behaviour that keep our workplace harmonious and productive. The values are also a promise to the people of Australia that we can be trusted to act with integrity, in their service and in accordance with the Public Service [Code of Conduct](#).

You can find out more about the APS's Employee Value Proposition here: [Work with us | APS jobs](#)

IP Australia Capabilities: Executive Level 1

This is an overview of the capability profile for the EL1 classification. You are strongly encouraged to review the full capability profile, available on our [website](#).

Capability group	Innovative Mindset				Integrated Leadership System (ILS)					
Capability name	Commits to Lifelong Learning	Data Literacy	Digital Literacy	AI Literacy	Supports Strategic Direction	Achieves Results	Supports Productive Working Relationships	Displays Personal Drive and Integrity	Communicates with Influence	Manager Specific (if applicable)
Capability descriptor	<ul style="list-style-type: none"> Curiosity and openness. Collaboration, experimentation and creativity. 	<ul style="list-style-type: none"> Data awareness. Data-informed decision making. Data communication. 	<ul style="list-style-type: none"> Digital navigation, communication and collaboration. Digital protection and safety. Technical proficiency and problem solving. 	<ul style="list-style-type: none"> Use AI appropriately and effectively. Make and own informed decisions. Protect information and privacy. 	<ul style="list-style-type: none"> Inspire a sense of purpose. Focus strategically. Harness information and opportunities. Show judgement, intelligence and commonsense. 	<ul style="list-style-type: none"> Identify and use resources wisely. Apply and build professional expertise. Respond positively to change. Take responsibility for managing work projects to achieve results. 	<ul style="list-style-type: none"> Nurture internal and external relationships. Listen to, understand and recognise the needs of others. Value individual differences and diversity. Share learning and support others. 	<ul style="list-style-type: none"> Demonstrate public service professionalism and probity. Engage with risk and show personal courage. Commit to action. Promote and adopt a positive and balanced approach to work. Demonstrate self-awareness and a commitment to personal development. 	<ul style="list-style-type: none"> Communicate clearly. Listen, understand and adapt to audience. Negotiate confidently. 	<ul style="list-style-type: none"> Lead to achieve optimal results in a hybrid and flexible work environment. Make ethical decisions. Anticipate and manage wellbeing and psychosocial risks. Role model cultural capability.
Capabilities in action	<ul style="list-style-type: none"> Continuously learn and apply new knowledge. Adapt to change and innovate. Show curiosity and share insights. Experiment with creative approaches. Encourage collaboration. 	<ul style="list-style-type: none"> Understand data sources, quality, and tools. Use data to identify problems and support decision-making. Communicate insights clearly through simple data storytelling. 	<ul style="list-style-type: none"> Use digital technologies effectively by keeping up with new digital trends. Collaborate respectfully and professionally online. Protect privacy and data, staying alert to cyber threats. Solve problems creatively using digital tools. 	<ul style="list-style-type: none"> Know when and how to use AI appropriately. Critically evaluate AI outputs and check for bias or error. Use AI ethically, protecting data privacy. 	<ul style="list-style-type: none"> Provide context to help your team understand the bigger picture. Make sound, practical decisions under pressure. Keep solutions simple and outcomes focused. 	<ul style="list-style-type: none"> Explain decisions clearly and align work with shared goals. Anticipate risks and consider long-term impacts. Connect actions to future outcomes. Ensure projects are completed successfully with intended results delivered. 	<ul style="list-style-type: none"> Build strong connections by understanding others' needs. Embrace diversity and create inclusive environments. Share knowledge, mentor colleagues, and help others succeed. 	<ul style="list-style-type: none"> Uphold ethical standards with honesty and accountability. Take decisive action while managing risk. Reflect on performance and seek feedback for continuous improvement. 	<ul style="list-style-type: none"> Communicate clearly to build mutual understanding. Respect and adapt to different perspectives. Communicate ideas so they are heard and acted upon. 	<ul style="list-style-type: none"> Lead in hybrid and flexible environments. Set clear goals and expectations. Ensure accountability and deliver results. Make transparent, ethical decisions that align with agency values.